

## Library of Michigan Marketing URLs

MDE Library of Michigan | <http://www.michigan.gov/libraryofmichigan>

MDE LM 1870census <http://www.michigan.gov/1870census>

MDE LM Ask A Librarian <http://www.michigan.gov/askalibrarian>

MDE LM Author Visits at Your Library <http://www.michigan.gov/authorvisits>

MDE LM Cemeteries <http://www.michigan.gov/cemeteries>

MDE LM e-Rate for Libraries <http://www.michigan.gov/erateforlibraries>

MDE LM Federal Regional Depositories <http://www.michigan.gov/fdlpregional>

MDE LM Law Library | <http://www.michigan.gov/lawlibrary>

MDE LM LDDS | <http://www.michigan.gov/ldds>

MDE LM Library Certification | <http://www.michigan.gov/librarycertification>

MDE LM Library Directory | <http://www.michigan.gov/librarydirectory>

MDE LM Library Trustee | <http://www.michigan.gov/librarytrustee>

MDE LM Libraryfunding | <http://www.michigan.gov/libraryfunding>

MDE LM LM Foundation | <http://www.michigan.gov/lmfoundation>

MDE LM lm4x | <http://www.michigan.gov/lm4x>

MDE LM LM4X | <http://www.michigan.gov/LM4X>

MDE LM lmtimelytopics | <http://www.michigan.gov/lmtimelytopics>

MDE LM LSTA | <http://www.michigan.gov/lsta>

MDE LM MEL | <http://www.michigan.gov/mel>

MDE LM MEL Order form | <http://www.michigan.gov/melorderform>

MDE LM Michicard | <http://www.michigan.gov/michicard>

MDE LM Michigan Center for the Book | <http://www.michigan.gov/mcfb>

MDE LM Michigan Document Depository Program | <http://www.michigan.gov/mddp>

MDE LM Michigan Reads | <http://www.michigan.gov/michiganreads>

MDE LM Notable Books | <http://www.michigan.gov/notablebooks>

MDE LM QSAC | <http://www.michigan.gov/qsac>

MDE LM QSAC-2 | <http://www.michigan.gov/QSAC>

MDE LM Rarebooks | <http://www.michigan.gov/rarebooks>

MDE LM Regional Federal Depository | <http://www.michigan.gov/fdlp>

MDE LM SL21 | <http://www.michigan.gov/SL21>

MDE LM State Librarian | <http://www.michigan.gov/statelibrarian>

MDE LM Youth Library Services | <http://www.michigan.gov/youthlibraryservices>

# Midwest Collaboration for Library Services

## MCLS Wiki

[http://mcls.org/wiki/index.php/Main\\_Page#column-one](http://mcls.org/wiki/index.php/Main_Page#column-one)

Welcome to the Midwest Collaborative for Library Services' (MCLS) Michigan Libraries Wiki / Indiana Libraries Wiki! The Michigan Libraries Wiki / Indiana Libraries Wiki is open to library staff, trustees and Friends. MCLS provides this library wiki as a resource for information and news about libraries' activities, policies, and projects. All are invited to share policies, services, ideas, and best practices.

## Resources for Michigan Libraries

- [Consultants](#)
- [eBooks and eReaders](#)
- [Friends of the Library - Michigan](#)
- [Grant Resources](#)
- [Libraries build Communities](#)
- [Library Policies - Michigan](#)
- [Library Services - Michigan](#)
- [MeL Project](#)
- [Michigan Collections & Digitization](#)
- [Michigan Evergreen](#)
- [Michigan Library Organizations](#)
- [MCLS Digital Libraries](#)
- [Open Source - Michigan](#)
- [Personnel Issues](#)
- [Planning & Evaluation](#)

- [PR/Marketing Resources](#)
- [RFP Resources](#)
- [Social Networking](#)
- [Speakers and Presenters](#)
- 
- [Statistics](#)

## **Resources for Indiana Libraries**

- [Consultants](#)
- [eBooks and eReaders](#)
- [Friends of the Library - Indiana](#)
- [Grant Resources](#)
- [Indiana Collections & Digitization](#)
- [Indiana Library Organizations](#)
- [INSPIRE project](#)
- [Libraries build Communities](#)
- [Library Laws - Indiana](#)
- [Library Policies - Indiana](#)
- [Library Services - Indiana](#)
- [Personnel Issues](#)
- [Planning & Evaluation](#)
- [PR/Marketing Resources](#)
- [RFP Resources](#)
- [Social Networking](#)
- [Speakers and Presenters](#)

- [Statistics](#)

## **Resources for MCLS Trainers**

- [MeL Project](#)

## **Michigan Libraries Wiki / Indiana Libraries Wiki Housekeeping**

- [MCLS Wiki Ground Rules](#)
- [MCLS Wiki Contributors](#)

## **Getting started: information on using and editing wikis**

- [Wiki Editing Tips](#)
- [User's Guide](#)
- [Configuration settings list](#)
- [MediaWiki FAQ](#)

## **Association for Rural and Small Libraries**

### **Rural Libraries Wiki**

Prepared by Donald B. Reynolds, Jr.

### **WHY A LIBRARY?**

[Libraries - An American Value.pdf](#)

[The Public Library - Democracy's Resource.pdf](#)

[Resources for Community's Quality of Life.pdf](#)

[The Public Library - An American Freedom.pdf](#)

[Library Bill of Rights - Freedom to Read - Freedom to View.pdf](#)

[The Right to Read & Know 2012.pdf](#)

[Rural Libraries: The lifeblood of small towns in Mississippi.pdf](#)

**Keeping Your Community Connected** <http://www.youtube.com/watch?v=PM7jAbvLUFc>

[12 Ways Libraries Are Good for the Country.pdf](#)

**What IS a Library?** <http://librarianbyday.net/2011/11/19/what-is-a-library/>

[The library fix - Garrison Keillor.docx](#)

### **BEING THE DIRECTOR**

[Library Director Servant Leadership and Skills.pdf](#)

[How to Become a Servant Leader.pdf](#) <http://www.greenleaf.org/whatissl/>

Comparison of Library Trustee and Director Responsibilities (Tennessee 2006).pdf

The Librarian as Community Leader.pdf

You Know You're a Rural Librarian If... .pdf

Statement of Professional Ethics (2008).pdf

Thumb Rules.pdf

## **ADMINISTRATION**

General Rules to Live By.pdf

Jefferson County (Tennessee) Policy Handbook (Sept 2011).pdf

**Sample Library Policies** (Ohio) <http://www.olc.org/policies.asp>

## **SERVING THE COMMUNITY**

Understanding the Community.pdf

Value & Vision by Joey Rodger.pdf

Community Analysis SCAN FORM.docx

Knowing Your Community and Its Needs (LAMA).pdf

10 Reasons Why Library Service is Essential to a Community.pdf

25 ways your library can support the small business community.pdf

Public Library Contributions to Local Economic Development.pdf

How Libraries Help Their Communities Achieve Their Aspirations.mht

## WORKING WITH TRUSTEES

Being a Trustee - the trustee as servant.pdf

How to Become a Servant Leader.pdf <http://www.greenleaf.org/whatissl/>

Core Competencies for Trustees (New Hampshire+).pdf

Comparison of Library Trustee and Director Responsibilities (Tennessee 2006).pdf

Trustee Code of Ethics.pdf

Thumb Rules.pdf

Ten Stupid Things Board Members Sometimes Do.docx

Top Dozen List of Things Every Library Trustee Should Do.docx

Hiring a Library Director Checklist (Connecticut).pdf

Hiring a Library Director (Tennessee 2006).pdf

Library Director Servant Leadership and Skills.pdf

Evaluating the Library Director - Developing Job Descriptions (Tennessee 2006).pdf

**Trustee Core Knowledge resources** (New Jersey)

<http://ldb.njstatelib.org/Trustees/Trustee>

**PURCHASE The Complete Library Trustee Handbook** by Sally Gardner Reed. Neal-Schuman, 2010. <http://www.neal-schuman.com/clth>.

**Trustee Trouble** (Wyoming) <http://www.wyominglibraries.org/trusteetrouble.html>

**Getting on Board Trustee Training** - 8 videos (Pennsylvania)

<http://www.youtube.com/watch?v=4tXQZm0mb9I>

**Trustee Essentials: A Handbook for Wisconsin Public Library Trustees**

(Wisconsin)<http://dpi.wi.gov/pld/handbook.html>

[Trustee Facts File 3rd ed \(Illinois\).pdf](#)

[Effective Board Meetings \(Kansas\).pdf](#)

## **STRATEGIC PLANNING**

[Strategies for Public Libraries by Sharon Lawrence \(ICMA\).pdf](#)

[Small But Powerful Guide to Winning Big Support for Your Rural Library \(2011 Revision\).pdf](#)

[Maximize the Potential of Your Public Library \(ICMA\).pdf](#)

[Moore County \(Tennessee\) Strategic Plan.pdf](#)

## **COLLECTION MANAGEMENT**

[The Right to Read & Know 2012.pdf](#)

[Collection Development Tools 2012.pdf](#)

[You're Reading What - Young Adult Reading.pdf](#)

[Reference - So, what's the job of today's reference librarian.pdf](#)

[Basic Reference Resources \(New Mexico 2012\).pdf](#)

**Basic Reference on the Web** (Vermont) <http://libraries.vermont.gov/libraries/refweb#top>

[Reference Resource Center \(Tennessee 2007\) - NEEDS UPDATE.pdf](#)

[A Bare Bones Reference List for Small & Medium Libraries \(Maine 2011\).pdf](#)

[Selecting and Using a Core Reference Collection \(Texas 2003\).pdf](#)

[Weeding Library Collections REV 12.pdf](#)

[CREW Weeding Manual 2008.pdf](#)

**Free audiobooks from the public domain** <http://librivox.org/>

**11 places to find free ebooks** <http://www.freetech4teachers.com/2011/12/11-places-to-find-free-ebooks-for-you.html>

## **FINANCES**

[Template for Annual Report Statistical Form.xlsx](#) Type your library's numbers only in the shaded cells; calculating formulas are already in the cells.

## **FACILITIES**

[Space Needs Planning Outline 1998 \(Anders Dahlgren\).pdf](#)

[Check List for Image 07.pdf](#)

[What libraries can learn from bookstores-Chris Rippel.pdf](#)

[Checklist for Library Building Security.pdf](#)

[OSHA Small Business Hanbook 2005.pdf](#)

[Safety Policy Checklist.pdf](#)

[Staples & Straight Pins & Thumb Tacks.pdf](#)

[27 Snappy Rules for Good and Evil in Library Architecture.pdf](#)

## PERSONNEL

[Template for Developing Job Descriptions.docx](#)

[How to Become a Servant Leader.pdf](#) <http://www.greenleaf.org/whatissl/>

[Director and Staff Competencies \(Iowa\).pdf](#)

[Thumb Rules.pdf](#)

[Things That Make Us Look Stupid.pdf](#)

[What do you know about your library.pdf](#)

[Disney Guidelines for Guest Services.pdf](#)

## SERVICES & PROGRAMS

[Let Your Imagination Wander.pdf](#)

**Building Your Base: Tools for Connecting with Your Community - Creative Programming** <http://midhudson.org/byb/toolkit/creative-programming.htm>

[WebJunction Project Compass.pdf](#)

**Programming Librarian ideas** <http://www.programminglibrarian.org/home.html>

[Circulating iPads in the Children's Library.docx](#)

[Library offers video players for children.docx](#)

## MARKETING & PUBLIC RELATIONS

[Communications Handbook for Libraries \(ALA 2006\).pdf](#)

Logos and Taglines.pdf

Community-Led Libraries Toolkit.pdf

16 Misperceptions about public libraries.pdf

Marketing the Small Library (Kansas).pdf

Marketing Library Tool Kit (North Carolina).pdf

Satisfaction Survey Construction.pdf

Creating Your Own Library Video.pptx

10 tips for promoting your library through networking.pdf

10 Tips for Talking to Local Officials.pdf

10 Ways Social Media Can Help Show that Libraries Matter.pdf

Developing a Customer Service Statement.pdf

## **TECHNOLOGY**

### **WEB SITE**

Developing a Library Web Site.docx

**Building the Digital Branch: Guidelines to Transform Your Website** by David Lee King.

*Library Technology Reports*. ALA TechSource. American Library Association, 2009.

<http://www.alastore.ala.org/detail.aspx?ID=2795>

## **FRIENDS & FOUNDATIONS**

**Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF) -**  
<http://www.ala.org/altaff/about>

[Should Our Library Form a Friends Group.pdf](#)

[How to Organize a Friends Group \(ALTAFF\).pdf](#)

**Even More Great Ideas for Libraries and Friends** by Sally Gardner Reed. Neal-Schuman, 2008. <http://www.neal-schuman.com/emgilf>

## FURTHER RESOURCES

[Public Library Managers Toolkit - Dec08 - NEEDS UPDATE.pdf](#)

**American Libraries Direct** <http://americanlibrariesmagazine.org/aldirect> (sign up for the weekly newsletter)

**Association for Rural and Small Libraries** <http://www.arsl.info/>

**Church and Synagogue Library Association** <http://cslainfo.org/>

**The Greenleaf Center for Servant Leadership** <http://www.greenleaf.org/>

**International City/County Management Association (ICMA)**  
<http://icma.org/en/icma/home>

**National Rural Assembly** <http://www.ruralassembly.org/>

**USDA Rural Information Center**  
[http://ric.nal.usda.gov/nal\\_display/?info\\_center=5&tax\\_level=1&tax\\_subject=205](http://ric.nal.usda.gov/nal_display/?info_center=5&tax_level=1&tax_subject=205)

**WebJunction** <http://www.webjunction.org/home>

**WebJunction's Rural and Small Library Community** <http://www.webjunction.org/45>

**Weekly Yonder** <http://www.dailyyonder.com/> (sign up for the weekly digest)

## **CONTINUING EDUCATION**

**WebJunction** <http://www.webjunction.org/events/webinars/webinar-archives>

**Infopeople** <http://infopeople.org/training/view/webinar/archived>

**LYRASIS** <http://www.lyrasis.org/Classes-and-Events.aspx>

**Learning Round Table of the American Library Association** <http://alalearning.org/>

## Miscellaneous Information for Small Libraries

### Required Employment Poster Links

The **Required Federal Employment Posters** (and a chart that tells you which posters you need) are available at the Department of Labor website at  
<http://www.dol.gov/oasam/programs/osdbu/sbrefa/poster/matrix.htm>

The list of the **Required Unemployment Insurance Agency Employee Posters** are available at  
<http://www.michigan.gov/uia/0,1607,7-118-26899-78362--,00.html>

The **Required Michigan Minimum Wage Law Poster** is available at  
<http://www.michigan.gov/dleg/0,1607,7-154-27673-152535--,00.html> ,  
and the **MIOSHA Safety Posters** are available at  
[http://www6.dleg.state.mi.us/Parsers/safety\\_posters.asp](http://www6.dleg.state.mi.us/Parsers/safety_posters.asp)